



Los Angeles County
DEPARTMENT OF

Human Resources



**ASSISTANT DIRECTOR,
AREA AGENCY ON
AGING AND
COMMUNITY CENTERS
(UNCLASSIFIED)**

**Applications accepted from
January 13, 2022 until filled.**

THE COUNTY OF *Los Angeles*

As one of the largest employers in Southern California, the County of Los Angeles has over 110,000 employees in 37 departments and an operating budget of over \$36.5 billion. The County provides vital and wide-ranging public services to a diverse population of 10 million residents.

With 88 cities and more than 120 unincorporated areas, the County is proud of its vast multicultural populations who speak more than 220 languages. When it comes to employment, the County does its best to hire persons who will represent these various populations.

Aging and Community Services Branch

The Aging Branch and Community Services Branch is committed to building age-friendly, inclusive and accessible communities, while ensuring the safety and wellbeing of older and dependent adults. The branch has oversight over the following:



Adult Protective Services

Adult Protective Services (APS) is a 24/7 crisis intervention social services program investigating suspected abuse and neglect of older and dependent adult. APS social workers investigate cases of abuse, neglect or exploitation, working closely with a wide variety of allied professionals such as physicians, nurses, paramedics, firefighters and law enforcement officers.

Area Agency on Aging

The federal designated Area Agency on Aging (AAA) administers programs that serve older adults, adults with disabilities, family caregivers, and residents in long-term care facilities throughout the County. These services are provided by a network of community-based contracted agencies. The Los Angeles County AAA is one of 33 in California.

Community and Senior Centers

Community and Senior Centers offer wide range of services and social activities for our local communities. Our Centers provide opportunities for daily learning, skills enhancement, community engagement, socialization, and healthy living for residents of all ages.

Purposeful Aging Los Angeles (PALA)

The Purposeful Aging Los Angeles initiative (PALA) is a groundbreaking partnership of the City and County of Los Angeles, AARP, private sector entities and universities, and other cities. This strategic partnership was formed to prepare the region for the dramatic demographic growth in the older adult population. PALA's vision is to make the Los Angeles Region the best place to grow old in the world.

Commission for Older Adults

The general purpose of Los Angeles County Commission for Older Adults (LACCOA) is to advise the Area Agency on Aging (AAA) on the development, implementation, and evaluation of the local Area Plan for Program Service Area (PSA) 19. The Commission serves to preserve and enhance the general well-being of the older adults living in Los Angeles County, increase awareness of the Board of Supervisors regarding issues, conditions and needs that face older adults and their family caregivers of Los Angeles County, and make recommendations as to how adverse conditions might be remedied. The Commission also ensures that the Board of Supervisors is aware of the many contributions made by Los Angeles County's older adults.

Commission on Disabilities

The Commission on Disabilities is charged by the Board of Supervisors to advise on a range of issues affecting the lives of people with disabilities and of actions that can be taken to achieve a barrier-free County where people with disabilities have equal access to programs and services. The Commission and its committees focus on issues of health, employment, education, transportation, access, and recreation. They also monitor the quality of municipal services, evaluate policy, and recommend improvements to existing laws. The Commission's mission statement is, "To advocate and represent the best interest of people with disabilities, promote equal access to all County resources and services, and lead a barrier free environment to an independent community life and activities. The Commission works to promote inclusion, provides educational opportunities, and champions the needs of all."

The Opportunity



The Assistant Director of the Area Agency on Aging and Community & Senior Centers is an executive management position that reports directly to the Chief Deputy, with the responsibility for implementing the vision of the Department and achieving organizational outcomes by developing and leading programs, initiatives, and systems related to services that meet the growing needs of an aging population.

This position is also responsible for facilitating critical, mission-driven outcomes. The Assistant Director develops and maintains a culture where employees are enthusiastically engaged and there is trust at all levels of the organization.

The Assistant Director provides organizational leadership, identifies and resolves barriers to the success of initiatives/programs and collaborates with other members of the executive team. The Assistant Director provides effective and inspiring change management leadership for innovative, inclusive, accessible and age-friendly initiatives and practices that drastically improve outcomes for the various populations we serve. The Assistant Director leads subordinate managers in data management and analysis to drive performance and data-driven decision making across the Department.

The Assistant Director and his or her team also spearhead a wide-range of relationships and partnerships with State/federal agencies, County departments, community-based organizations and a variety of external stakeholders that are critical to the success of programs and initiatives. Among the critical partnerships is support of Aging Network and Community Services, Adult Protective Services, and the initiatives mentioned above.

The Ideal Candidate

The successful candidate will have a track-record within the aging network of achieving organizational outcomes and improving organizational effectiveness in a complex, innovative/high growth organization within the public or private sector. He or she will have ten years of leadership experience driving and influencing organizational strategy in the field of aging, a record of leading organizational growth, strong budget management experience, and knowledge of various funding streams including the Older Americans Act, Older Californian Act, and Medi-Cal. Qualified candidates will be highly analytical and strategic with a creative and hands-on leadership style, as well as possess demonstrated capacity to manage and lead large teams, to connect with others on an individual level and to develop, empower and train staff. He or she will also have strong project management, verbal, writing and communications skills.

LICENSE: A valid California Class “C” Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

To be considered, applicants must have:

- A master’s degree in Gerontology (MSG), Social Work (MSW), Business Administration (MBA), or Public Administration (MPA) with a concentration in areas such as Administration of Aging Programs, Leadership, Health Care Management, or other relevant fields.
- Demonstrated experience achieving major organizational outcomes through administering Older American’s Act programs, overseeing Title III federal grants, and conducting organizational and community needs assessments. Five (5) years of experience at Program Management or Division Chief level responsible for older adult programs.
- Demonstrated experience improving programmatic and operational effectiveness using new and/or emerging technologies and funding streams.
- Experience in directing and/or developing strong strategic planning activities for large, complex organizations (such as a local Area Plan and/or age friendly initiative).
- Extensive experience managing responsive, customer-centric, and outcomes driven programs serving older adults, family caregivers, and adults with disabilities.
- Experience developing and implementing integrated, partnership-driven services in collaboration with other stakeholders such as departments, agencies, community groups, businesses, private organizations and the public.

Compensation

\$135,642.48 to \$210,951.48 annually. Starting annual salary will be dependent on qualifications and career accomplishments. This unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range of R13.

How to Apply

Please go to: <https://bit.ly/3rhO8fy> to create a profile and submit your resume, letter of interest, degree verification, and three professional references.

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.



Benefits

The County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- Retirement Plan – The successful candidate will participate in a defined benefit plan.
- Cafeteria Benefit Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% of the employee's monthly salary.
- Flexible Spending Accounts – In addition to tax-free medical and dependent care spending accounts, the County contributes \$75 per month to the Dependent Care Spending Account.
- Savings Plan (401k) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- Non-Elective Days – 10 paid days per year with the option to buy elective annual leave days. Annual leave can be used for vacation sick, or personal leave.
- Holidays – 13 paid days per year.
- Vacation – 80 hours of vacation time per year and the option to purchase elective leave of 80 additional hours.



**For confidential inquiries,
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